

~~RETURN TO~~
RECORDS MANAGEMENT DIVISION

Chief,
Off.

25X1A7b

THRU : Assistant Director for Operations
Chief, Management Staff

Records Management Survey,
Division

25X1A7b

1. Attached is a report on the recently completed Records Management Survey of the [REDACTED]. The report was prepared by the Records Analysts who conducted the survey. This team of analysts was headed by [REDACTED] and included [REDACTED]

25X1A7b

25X1A9a

25X1A9a

2. We feel that the survey has resulted in the installation of an active and effective Records Management Program for the Division. This accomplishment can be credited largely to the wholehearted cooperation and support which was given the Records Analysts by all personnel of the Division, and which made it possible to get agreement on recommended changes and assistance in installing them, as the survey progressed.

3. As tentatively agreed in a recent discussion of the survey between you and [REDACTED] of this office, Mr. [REDACTED] will make periodic inspections on the status of the program and report to you any conditions which he feels require attention. As time permits he will also assist in the end of the year records retirement operations, and review the Records Control Schedule for changes which may appear necessary at that time.

25X1A9a

25X1A9a

4. We feel that the present status of your records is such that we can point to them as a model for other offices of the Agency, and I want to thank you and your people for the cooperation and assistance which made this possible.

25X1A9a

Attachment

MS/RMD/ [REDACTED] (11 October 1954)

25X1A9a

Distribution